

# Privacy

Thank you for visiting our website and for your interest in our services.

## 1. Subject matter and scope of the privacy statement

The protection of your data is important to us! We would therefore like to provide you with comprehensive, transparent and understandable information on the handling of personal data by Aachener Kolloquium Fahrzeug- und Motorentechnik GbR ("ACK") within the scope of the following explanations. With the help of our privacy policy, you can find out for what purposes, to what extent and in what way we process personal data about you and what rights you are entitled to as a person affected by data processing.

This data protection declaration also fulfils our information obligations under Articles 13 and 14 of the General Data Protection Regulation (GDPR).

This information refers not only to data processing processes in connection with the use of our website, but also to other processing processes for which we refer to this data protection declaration.

Under sections 2, 3, 4 and 5 you will find general information regarding data protection law. If you wish specific information on data processing within the scope of using our website, the functions within the framework of organizing the colloquium or communicating with the ACK, you will find it under sections 6 to 9. "our website" in the sense of this privacy policy refers to the main page available at [www.aachener-kolloquium.de](http://www.aachener-kolloquium.de) and [www.aachen-colloquium.com](http://www.aachen-colloquium.com), respectively, as well as all underlying websites without externally linked third-party websites, the contents of which are beyond our control.

## 2. Terms used

Within the scope of this privacy policy we use, as far as possible, the definitions defined in Article 4 GDPR by the European regulator. In order to make the explanations in this privacy policy as simple as possible, we would like to introduce the most important definitions below.

**“Personal data”** means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

**“Processing”** means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

“**Restriction of processing**” means the marking of stored personal data with the aim of limiting their processing in the future.

“**Profiling**” means any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects concerning that natural person’s performance at work, economic situation, health, personal preferences, interests, reliability, behavior, location or movements.

“**Pseudonymisation**” means the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.

“**Controller**” means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law.

“**Processor**” means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

“**Recipient**” means a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing.

“**Third Party**” means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorized to process personal data.

“**Consent**” of the data subject means any freely given, specific, informed and unambiguous indication of the data subject’s wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

### **3. Name and contact details of the controller**

“Controller“ in the sense of data protection law, i.e. the body which alone or jointly with others decides on the purposes and means of processing personal data, is in this case the:

Aachener Kolloquium Fahrzeug- und Motorentchnik GbR  
Steinbachstraße 7  
52074 Aachen  
Germany

Phone: +49 241 80 25646

Fax: +49 241 80 625646

Email: [info@aachen-colloquium.com](mailto:info@aachen-colloquium.com)

Website: [www.aachener-kolloquium.de](http://www.aachener-kolloquium.de) / [www.aachen-colloquium.com](http://www.aachen-colloquium.com)

For the purposes of this privacy policy, "we" always refers to the aforementioned controller.

## **4. Privacy questions**

If you have any questions or other concerns regarding privacy, please feel free to contact us at any time using the contact details above.

## **5. General information on data protection**

The following explanations provide you with general information on data protection law, in particular on which legal bases we may rely on the processing of personal data (cf. Section **Fehler! Verweisquelle konnte nicht gefunden werden.**) and which rights data subjects have (cf. Section 5.5).

This information applies generally and in all cases in which we process personal data.

### **5.1. Legal basis for the processing of personal data**

Any processing of personal data is only legal if it can be based on a legal basis which allows such processing. The European regulator has provided the following legal bases for the processing of personal data. We would like to give you an overview of these in the following. In any case, we provide information on the respective legal basis on which we base concrete processing.

#### **5.1.1. Consent**

According to Article 6 para. 1 letter a GDPR, we are entitled to process personal data if we have obtained the data subject's consent for one or more specific processing purposes.

#### **5.1.2. Fulfilment of contract and pre-contractual measures**

Article 6(1)(b) of the GDPR allows us to process personal data if this is necessary for the performance of a contract to which the data subject is a party or for the implementation of pre-contractual measures taken at the data subject's request.

This legal basis is particularly applicable to enquiries in connection with the provision of services, in particular in connection with the organisation of the Aachen Colloquium.

#### **5.1.3. Fulfilment of a legal obligation**

Processing of personal data is also permitted under Article 6(1)(c) of the GDPR if this is necessary for processing in order to fulfil a legal obligation to which we are subject as data controllers.

These include in particular tax obligations.

#### **5.1.4. Vital interest**

Article 6(1)(d) GDPR allows the processing of personal data when necessary to protect the vital interests of the data subject or another natural person.

We may use this legal basis to process personal data in special cases, e.g. if we pass on personal data to third parties, in particular rescue services, in the event of accidents.

#### **5.1.5. Assignment in the public interest or exercise of sovereignty**

In accordance with Article 6 para. 1 lit. e GDPR, we may exceptionally also process personal data if this is necessary for the performance of a task in the public interest or in the exercise of official authority delegated by the controller.

This would be the case, for example, if we are entrusted with a public task and process personal data in carrying out this task.

#### **5.1.6. Prevailing interest of the controller or a third party**

Finally, in accordance with Article 6(1)(f) GDPR, we may base the processing of personal data on the fact that this is necessary to safeguard our legitimate interests or those of a third party, unless the interests or fundamental rights or freedoms of the data subject, which require the protection of personal data, prevail, in particular where the data subject is a child. According to the European regulator, a legitimate interest may arise in particular from an existing customer or employment relationship and the interest of the controller for direct advertising. The assessment decision shall in particular take into account whether the data subject can reasonably foresee, at the time when the personal data are collected and in view of the circumstances in which they are collected, that processing for this purpose may take place.

The following interests of the ACK in particular are conceivable as legitimate interests for processing on the basis of the legal basis described:

- Improving our products and services;
- Planning, implementation and improvement of our marketing activities;
- Acquisition of participants, exhibitors, speakers and other event-related participants, e.g. advertising customers etc.

## **5.2. Obligation to provide personal data; consequences of failure to provide such data**

The European regulator provides for data subjects to be informed of existing obligations to provide personal data and of the consequences of failure to provide personal data when personal data are collected from the data subject. We inform about this individually in the specific case of processing.

Certain legal provisions may require the provision of personal data of the data subject. This may result in particular from tax regulations or regulations on money laundering prevention.

If necessary, contractual regulations may also prescribe the provision of personal data of the data subject or the provision of personal data is required for the conclusion of a contract. For the conclusion of a contract, for example, we need the name of the contractual partner. For the execution of a delivery we need a delivery address.

For certain legal reasons, you may be required to provide us with personal information. If this is the case, we will expressly point this out to you in individual cases. As a rule, there is no contractual obligation to provide personal data. In individual cases, however, you may be required by contract to provide personal data. We will expressly point this out to you in individual cases.

Failure to provide personal data can have legal disadvantages for you, such as the loss of legal positions. If there is a legal obligation to provide information, there may be the threat of legal disadvantages. A contractual obligation or requirement for the purpose of concluding a contract may have the consequence that a breach of contractual obligations exists or a contract cannot be concluded. We will explicitly inform you of this in each individual case.

If you have any questions, please do not hesitate to contact us at any time using the above contact details to obtain information on the existence of provisioning obligations and consequences of failure to provide.

### **5.3. Origin of data**

If we have not collected the personal data from the data subject, the European regulator provides for the data subject to be informed of the source of the data and, where appropriate, whether they come from publicly available sources.

We always provide information about the respective source of the data in the specific individual case. We use data from publicly accessible sources in particular when we check and correct obviously incorrect addresses with the help of an Internet search.

### **5.4. Recipients and categories of recipients of personal data**

We only pass on personal data to third parties in justified cases. To this end, we have either obtained the consent of the person concerned in advance or base the disclosure on another legal basis, in particular for the execution of a contract or the necessity to safeguard our legitimate interests. We will inform you about this in the specific individual case.

Recipients of personal data who are generally considered in certain situations are:

- The Institute for Automotive Engineering (ika) and the Institute for Combustion Engines (VKA) of RWTH Aachen University as our organizational partners;
- Our shareholders;
- Shipping service providers that we commission with the delivery of goods and other items;
- Banks and other payment service providers we use to process payments.

## **5.5. Rights of the data subject**

As the data subject, you have numerous rights granted by the European regulator, so-called “rights of data subjects”. We would like to present these to you in a transparent and comprehensible way. Please note that the following description is neither intended to replace the wording of the relevant regulations nor to restrict the rights to which you are legally entitled by the following explanations.

If you have any questions about the rights of the data subjects or would like to exercise your rights of data subjects, you can contact us at any time using the contact details provided.

### **5.5.1. Right to confirmation and information**

Any data subject has the right to request confirmation from the controller as to whether personal data concerning him/her are being processed and, if so, the right to request information on such personal data and on the following information:

- the processing purposes;
- the categories of personal data to be processed;
- the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- if possible, the planned duration for which the personal data will be stored or, if this is not possible, the criteria for determining this duration;
- the existence of a right of rectification or deletion of personal data concerning him/her or of a restriction on processing by the controller or of a right of opposition to such processing;
- the existence of a right of appeal to a supervisory authority;
- if the personal data are not collected from the data subject, all available information on the origin of the data;
- the existence of automated decision-making, including profiling in accordance with Article 22 (1) and (4) GDPR and, at least in these cases, meaningful information on the logic involved and the scope and intended impact of such processing on the data subject.

Where personal data are transferred to a third country or an international organisation, the data subject shall also have the right to be informed of the appropriate guarantees relating to the transfer.

The data subject also has the right to obtain from the controller a free copy of the personal data which are the subject of the processing, provided that the rights and freedoms of other persons are not affected.

In special cases, the right may also be limited by the provisions of Sections 27 (2), 28 (2), 29 (1) sentence 2 and 34 BDSG.

Please contact us at the above contact details if you wish to exercise these rights.

### **5.5.2. Right of rectification**

A data subject shall have the right to request the controller to rectify any inaccurate personal data concerning him/her without delay and, taking into account the purposes of the processing, to request the completion of incomplete personal data, including by means of a supplementary declaration.

Please contact us at the above contact details if you wish to exercise these rights.

### **5.5.3. Right of erasure („Right to be forgotten“)**

Any data subject shall have the right to require the controller to delete personal data concerning him/her immediately, provided that one of the following reasons applies:

- the personal data are no longer necessary for the purposes for which they were collected or otherwise processed.
- the data subject withdraws his/her consent on which the processing referred to in Article 6(1)(a) or Article 9(2)(a) GDPR was based and there is no other legal basis for processing.
- the data subject objects to processing under Article 21(1) GDPR and there are no overriding legitimate grounds for processing or the data subject objects to processing under Article 21(2) GDPR.
- the personal data have been processed unlawfully.
- the erasure of personal data is necessary to fulfil a legal obligation under Union law or the law of the Member States to which the controller is subject.
- the personal data have been collected in relation to information society services provided in accordance with Article 8(1) GDPR.

Where the controller has made the personal data public and the controller is obliged to delete them for one or more of the above reasons, the controller shall take appropriate measures, including technical measures, taking into account the available technology and implementation costs, to inform data processors who handle the personal data that a data subject has requested the erasure of all links to such data or of copies or replications of same.

The right to erasure according to the above description does not exist if the processing is necessary for certain reasons specified in Article 17 para. 3 GDPR (in particular, for example, to fulfil a legal obligation or to assert, exercise or defend legal claims).

The right may also be limited in special cases by the provision of § 35 BDSG.

If one or more of the above reasons apply and you would like to have the data stored by ACK erased, please contact us using the contact details given above.

#### **5.5.4. Right of restriction of processing**

Any data subject shall have the right to require the controller to restrict processing if one of the following conditions applies:

- the accuracy of the personal data is disputed by the data subject for a period which enables the controller to verify the accuracy of the personal data.
- the processing is unlawful and the data subject refuses to have the personal data erased and instead requests that the use of the personal data be restricted.
- the controller no longer needs the personal data for the purposes of processing, but the data subject needs them to assert, exercise or defend legal claims.
- if the data subject has lodged an objection to the processing referred to in Article 21(1) DSGVO until it has been established whether the controller justified grounds outweigh those of the data subject.

If you wish to exercise this right, please contact us at the above contact details.

#### **5.5.5. Right of data portability**

Any data subject shall have the right to receive the personal data relating to him/her which he/she has provided to a controller in a structured, current and machine-readable format and shall have the right to transmit such data to another controller without interference by the controller to whom the personal data have been provided, on condition that

- processing is based on consent pursuant to Article 6(1)(a) or Article 9(2)(a) GDPR or on a contract pursuant to Article 6(1)(b) GDPR, and
- processing is carried out using automated methods.

If the data subject exercises this right, he or she also has the right to have the personal data transferred directly by one data controller to another data controller, provided that this is technically feasible and provided that the rights and freedoms of other persons are not affected by this.

The right of erasure (“right to be forgotten”) remains unaffected by the right to data portability. The right to portability of data shall not apply to processing necessary for the performance of a task in the public interest or carried out in the exercise of official authority delegated to the controller.

If you wish to exercise this right, please contact us at the above contact details.

#### **5.5.6. Right to object to processing**



Any data subject has the right to object at any time to the processing of personal data concerning him/her on the basis of Article 6(1)(e) (task in the public interest or exercise of sovereign power) or f (prevailing interest of the controller or a third party) GDPR for reasons arising from his/her particular situation. This also applies to profiling based on these provisions.

In the event of an objection, the ACK will no longer process the personal data unless it can prove compelling grounds for processing that outweigh the interests, rights and freedoms of the data subject or the processing serves to assert, exercise or defend legal claims.

Where personal data are processed for the purpose of direct marketing, any data subject shall have the right to object at any time to the processing of personal data concerning him/her for the purpose of such advertising, including any profiling related to such direct marketing.

In addition, any data subject shall have the right to object to the processing of personal data concerning him/her for reasons arising from his particular situation, for scientific or historical research purposes or for statistical purposes in accordance with Article 89(1) GDPR, unless such processing is necessary for the performance of a task in the public interest.

In connection with the use of information society services, notwithstanding Directive 2002/58/EC, the data subject may exercise his/her right of objection by means of automated procedures using technical specifications (objection using technical means “by default”).

The right can be limited in special cases by the regulation of § 36 BDSG.

Please contact us at the above contact details if you wish to exercise these rights.

### **5.5.7. Rights relating to automated decisions in individual cases (including profiling)**

Any data subject shall have the right not to be subject to a decision based solely on automated processing (including profiling) which has legal effect against him or her or significantly affects him or her in a similar manner. This does not apply if the decision

- is necessary for the conclusion or performance of a contract between the data subject and the controller;
- is admissible by law of the Union or of the Member States to which the controller is subject and that law contains appropriate measures to safeguard the rights, freedoms and legitimate interests of the data subject; or
- with the explicit consent of the data subject.

If the decision to conclude or perform a contract between the data subject and the controller is necessary or is taken with the express consent of the data subject, the ACK as controller shall take appropriate measures to safeguard the rights, freedoms and legitimate interests of the data subject. This includes at least the right to obtain the intervention of a person by the controller, to state his own position and to challenge the decision.

The right can be limited in special cases by the regulation of § 37 BDSG.

Please contact us at the above contact details if you wish to exercise these rights.

### **5.5.8. Right to object to data protection consent**

Any data subject has the right to object to the processing of personal data at any time. The revocation of consent shall not affect the legality of the processing carried out on the basis of the consent until withdrawal.

The objection can be declared by post, e-mail, fax or by any other means provided by ACK (e.g. a corresponding link in an e-mail).

In the event of withdrawal, the stored data will be erased immediately unless the person concerned has expressly consented to further use of the data in this regard or a further use of the data has been reserved, which is legally permitted and about which ACK has informed.

### **5.5.9. Right to lodge a complaint**

Each data subject has the right to complain to a competent supervisory authority (see Article 51 GDPR) under Article 57(1)(f) and (2) GDPR.

Responsible for ACK is the State Commissioner for Data Protection and Freedom of Information North Rhine-Westphalia, Kavalleriestraße 2 - 4, 40213 Düsseldorf, Germany.

## **5.6. Duration of storage or criteria for determining the storage period**

If we provide a specific storage period for certain personal data, we will inform you of this in the individual case. If we are unable to specify the concrete duration of the storage, we will inform you of the relevant criteria for determining the particular storage period.

In principle, the duration of the storage of personal data is measured according to the respective legal retention periods. For example, we store certain personal data for the duration of retention periods prescribed by commercial or tax law.

As far as personal data are required for the defense or enforcement of claims, they are stored until the expiry of relevant limitation periods, unless the reason for this no longer applies, or for other reasons a longer storage period is possible.

After expiry of these periods, the corresponding data will be routinely erased, unless they are no longer required for contract execution or contract initiation and/or if we have no legitimate interest in further storage, including in favor of a third party.

## **5.7. Automated decision making/Profiling**

In principle, we do not use automated decision making processes/profilings

If, in exceptional cases, credit information is obtained about a natural person, we will inform the data subject separately.

## **5.8.Intended transfer to third countries**

The European regulator provides that data subjects must be informed as to whether the controller intends to transfer the personal data to a recipient in a third country or an international organisation and whether an adequacy decision is available or lacking or there are equivalent guarantees, including information on how these can be obtained.

In principle, ACK neither transfers personal data to a third country nor does it intend to do so. Should this deviate from the aforementioned principle in individual cases be intended or take place, we will inform the data subject separately.

## **6. Use of our website**

In this section we would like to inform you in detail about which personal data we process for which purposes in the context of using our website.

For security reasons and to protect your personal data and other confidential content, this data is transmitted in encrypted form when using the website. You can recognize an encrypted connection by the character string “https://” and the lock symbol in your browser line.

### **6.1.General information on the processing of personal data on our website**

As part of your informational visit to our website, i.e. if you do not use any of the registration functions or provide us otherwise with information, we only collect such technical information that your browser transmits to our server each time you visit the website. The following information can be collected:

- Information about the accessing device: operating system, browser and version information;
- If applicable: the website from which our website was redirected (referrer information);
- Date and time of access;
- IP (Internet Protocol) address of the device used to access our website; the IP address is recorded only to 2 bytes (e.g. "192.168.xxx.xxx");
- file request.

The information is stored on our servers as part of an automatically generated log file. We do not draw any conclusions about the identity of the visitor from the information collected.

We use this information to optimize the presentation of our website, to optimize the functions and content and to statistically evaluate the number of visitors to our website or certain contents. In the event of a hacker attack on our website, necessary data may be made available to the law enforcement authorities.

The legal basis for processing the information includes the following:

- Processing for the protection of legitimate interests (Article 6 para. 1 lit. f GDPR): Justified interests are the increase of the satisfaction of the visitors and improvement of the services and products of ACK.;
- fulfilment of a legal obligation (Article 6 para. 1 lit. c GDPR), as far as we are obliged to surrender the data to criminal prosecution or regulatory authorities or on a civil law basis.

Recipients of the data may be our shareholders or organizing partners, or, if the respective conditions are fulfilled, law enforcement or regulatory authorities or comparable bodies to prevent and defend against misuse of our Internet presence.

The provision of the information is not required by law or by contract or is necessary for the conclusion of a contract and there is no obligation to provide personal data. Please note, however, that information is collected automatically when you visit our website. If you prevent - for example with the help of appropriate tools - the provision of data (e.g. the transmission of the screen size, the device used or the browser used), certain functions of our Internet presence can no longer be displayed or used correctly.

Log files are automatically deleted after seven days, unless a longer storage period is required in the event of violations to clarify and enforce claims and for criminal prosecution.

Subject to the conditions specified in more detail, you are entitled to the rights of the data subjects referred to in Section 5.5.

## **6.2. Cookies**

On some of our pages we use so-called "session cookies" to make it easier for you to use our websites. Cookies are small text files which are only stored on your hard disk for the duration of your visit to our : They are deleted automatically after 30 minutes of inactivity or after closing the browser, depending on your browser settings.

Cookies do not affect your PC or the data stored on it. Cookies do not allow access to the contents of your hard disk.

The provision of the information is not required by law or contract and there is no obligation to provide personal data. If you do not wish cookies to be used, you can make use of your Internet browser's option to deactivate the setting of cookies and thus permanently object to the use of cookies. You can delete cookies that have already been saved at any time using the corresponding option in your Internet browser or with the help of other software programs.

As a precaution, we point out that not all functions of our website may be available if you make use of the option to deactivate the setting of cookies.

If we process personal data with the help of cookies, this is done to protect the above-mentioned legitimate interests in accordance with Article 6 para. 1 lit. f GDPR.

Subject to the conditions described in more detail, you are entitled to the rights of the data subjects referred to in Section 5.5.

### **6.3.Web analytics**

We respect your right to privacy and, therefore, we do not use web analytics services.

### **6.4.Contact and contact form**

On our website we offer you the opportunity to contact us in various ways. You can choose to contact us by e-mail, fax or telephone.

When you contact us by e-mail, we collect the data you provide, in particular your e-mail address and, if specified, the name and a telephone number, as well as the date and time you contacted us, if applicable, and other information you provided, so that we can process your request.

If you contact us via the telephone or fax number provided on our website, we will collect the data you provide, in particular your telephone and/or fax number, the date and time you contacted us, and other information you provided in order to process your request.

We process the data for the protection of legitimate interests in accordance with Article 6 para. 1 lit. f GDPR as a legal basis. Our legitimate interest is to be seen in the provision of services and possible expansion of our customer base. If you contact us with reference to a specific contractual relationship or the initiation of a contractual relationship, we can also base the processing on Article 6, para. 1, lit. b GDPR for contract fulfilment or within the framework of a pre-contractual measure.

The provision of the information is neither required by law nor by contract, nor is it necessary for the conclusion of a contract. There is also no provision obligation. If you do not provide us with certain information, we may not or only to a limited extent be able to process your request. Exceptionally, for legal reasons, it may be necessary for you to provide us with certain information in order to be able to process declarations with legally binding effect, for example for the conclusion or execution of a contract.

Data collected in the course of contacting or contact inquiries will be stored for as long as their processing and any measures that may follow make this necessary. We erase the data after a storage is no longer necessary or limit the processing, if legal storage obligations exist.

Subject to the conditions described in more detail, you are entitled to the rights of the data subjects referred to in Section 5.5.

### **6.5.Organizing Functions Colloquium**

On our website we offer you numerous possibilities to register as a participant or provider for the colloquium and the respective event elements or to book services. In doing so, we collect personal data.

Please note that in all cases described below, you are entitled to the rights of the data subject under the conditions described in detail in Section 5.5. If the registration and transmission of the personal data concerning you was not initiated by yourself (for example, if the registration is carried out by a third person on your behalf), we receive the data provided by this third person. In individual cases, we make use of publicly accessible sources such as an Internet search engine, the telephone directory or the "Yellow Pages" to correct incorrect or incomplete information.

The registration and ordering functions require the specification of certain personal data which are required for the execution of the contract within the scope of the conclusion of the contract. The required fields are marked with an asterisk. Further information is only required or voluntary in certain cases.

The provision of data within the scope of the registration and ordering functions is usually necessary for concluding a contract or to be able to check an entitlement for discounts. In all other respects, however, there is no obligation to provide any further information. However, we would like to point out that not all ACK functions or services may be available to you.

The data collected, which is required for the conclusion or execution of a contract, will be used for the duration of the contract and - insofar as it is required for the enforcement or defense of claims - as a rule for the duration of the enforcement or defense of the claims within the statutory limitation periods, unless retention periods under commercial or tax law require longer storage or a longer storage period is considered for other reasons. We store other data for as long as this is necessary to fulfil the purposes, in particular as long as we use the data to safeguard legitimate interests. They will be deleted immediately if the reason no longer exists or if the purpose is fulfilled, unless a longer storage period is possible for other reasons.

Automated decision making (including profiling) does not take place.

### **6.5.1. Registration portal for participants**

On our website we offer you the possibility to create a user account in our registration portal. You can store certain data in your user profile to facilitate future registrations or multiple registrations. Please note that you can always register your participants via a guest account.

When you create a profile in our registration portal, we process the following data in order to create the user profile and use it to enable participant registrations:

- Name
- e-mail address
- Your self-chosen password
- your freely selectable username

The legal basis for the data processing is Article 6(1)(a) GDPR.

In order to be able to use all functions of the portal, in particular to enable multiple registrations and to simplify future registrations, we process further data provided by you:

- name
- Company
- Billing data

You can manage and change your data in the protected portal area. The legal basis is Article 6(1)(f) GDPR.

User profiles that have not been used over several event years, including the data stored therein, will be deleted by us.

### 6.5.2. Registration for participation in the event

We offer various options for participation in our event. The data collected for the mentioned purposes are shown in the following overview (voluntary information, however, only if provided by you):

For the *conclusion and execution of the contract* for participation in the event, including settlement and checking entitlement to benefits, for organizing the event and - if applicable - for inclusion on the waiting list:

Data	Participant (full payer)	Participant (university)	Booth supervisor	Journalist	Session chairman	Guest auditor
Name, academic title (optional), company, address	x	x	x	x	x	x
Different billing address, recipient (optional)	x	x	x	x		
Services booked	x	x	x	x	x	
payment method	x	x	x			
university ID		x				
Press card				x		
Accompanying person details (optional)	x	x	x	x	x	
Supplier number, tax number, purchase order number (optional)	x	x	x	x		
Information on the intention to publish				x		
identity card number						x

The legal basis for this is Article 6(1)(b) GDPR or Article 6(1)(f). GDPR, insofar as we need the information to safeguard our legitimate interests in order to make contract execution and invoicing and participation in the event as convenient as possible for you, or insofar as we

need the information to safeguard our legitimate interests in order to be able to offer you the possibility of free or discounted participation.

In addition to **invoicing and allocation** in our **database** for clear allocation of the person (e.g. if the same name is used):

Data	Participant (full payer)	Participant (university)	Booth supervisor	Journalist	Session chairman	guest auditor
Information on previous participation, customer number, if applicable former company	x	x	x	x		

The legal basis for this is Article 6 (1) (f) GDPR, provided that we need the information to safeguard our legitimate interests in order to enable you to settle your accounts smoothly and to avoid fragmentation of our data records.

To be printed on the **name tag** for the event:

Data	Participant (full payer)	Participant (university)	Booth supervisor	Journalist	Session chairman	guest auditor
Name, company of the participant	x	x	x	x	x	x
If an accompanying person is participating: Name of the accompanying person	x	x	x		x	

The legal basis for this is Article 6 para. 1 lit. a GDPR, if you have given your consent. In addition, we base the processing on Article 6 (1) (f) GDPR as the legal basis, if we need information to safeguard our legitimate interests in order to facilitate the personal exchange of participants during the event. The name tag must be worn for access control purposes.

To **get in contact**:

Data	Participant (full payer)	Participant (university)	Booth supervisor	Journalist	Session chairman	guest auditor
Name, e-mail address	x	x	x	x	x	x



Phone number (optional)	x	x	x	x	x	
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The legal basis for this is Article 6 para. 1 lit. f GDPR.

We process the name, title, company and company address of session leaders for *printing in the program booklet* and for *publishing the program booklet as a PDF file on the website*.

The legal basis for this is Article 6 para. 1 lit. a GDPR, as far as you have given your consent. In addition, we base the processing on Article 6 (1) (f) GDPR as the legal basis, insofar as we need information to safeguard our legitimate interests in order to enable our participants to be informed and exchanged personally even after the event.

If the participant (full payer, university, booth supervisor, press representative, session chairman or guest auditor) has booked the corresponding service, we will process the name, title, company and company address for printing in the *list of participants*.

The legal basis for this is Article 6 para. 1 lit b GDPR.

### **6.5.3. Speakers: Call for Papers, registration and confirmation of presentation**

If you use the “Call for Papers” function, we process the data listed below for the purposes stated in each case (however, only if these were provided by you):

To carry out the application procedure for admission to the lecture program and for program organization:

- Name of the speaker
- Title of the presentation
- Topic
- Optional: Name(s) of co-author(s)
- Optional: Comment

The legal basis for this is primarily Article 6(1)(b) GDPR. In addition, Article 6(1)(f). GDPR as the relevant legal basis, as long as we need the information to safeguard our legitimate interests in order to be able to offer a varied and selected lecture program within the framework of the event.

Once we have accepted your presentation for the event, you will receive a confirmation by e-mail. You can then use the form to register as a speaker. In this context, we process the data listed below for the purposes stated in each case (voluntary data, however, only if these were provided by you):

To include the presentation in the program, for the organization of the program and for transmission to interpreters:

- ID for confirmation
- Name of the speaker
- Company
- Title of the presentation
- Optional: name(s) of co-author(s)

The legal basis for this is Article 6(1)(f). GDPR, if we need the information to safeguard our legitimate interests in order to enable you to organise and carry out the event smoothly and to provide other participants with information about the program.

For publication in print products and on the website and for the list of speakers:

- Name of the speaker
- Company, business address
- Title of the presentation
- Optional: name(s) of co-author(s)

The legal basis for this is Article 6 para. 1 lit. a GDPR, as far as you have given your consent. In addition, we base the processing on Article 6 (1) (f) GDPR as the legal basis, if we require information to safeguard our legitimate interests in order to enable our participants to be informed and exchanged personally even after the event.

To contact you:

- Name, company, department (optional), telephone, mobile number, e-mail
- Optional: contact details of the co-author(s)

The legal basis for this is Article 6 para. 1 lit. f GDPR.

In order to establish, execute and settle the contractual relationship:

- Name of the speaker and booked services
- Address
- Optional: purchase order number, supplier number, tax number
- Optional: payment method
- Optional: Accompanying person
- Optional: different billing address

The legal basis for this is primarily Article 6(1)(b) GDPR. In addition, Article 6(1)(f). GDPR as the legal basis, as long as we need the information to protect our legitimate interests in order to make the execution of the contract and billing as convenient as possible for you.

For the assignment of the speaker, for the information for session chairman, the admission into the lecture program as well as for identification on site

- CV with information on name, company, e-mail, training and professional stations and situation
- Photo of the speaker

The legal basis for this is Article 6 para. 1 lit. a GDPR, as far as you have given your consent. In addition, we base the processing on Article 6 (1) (f) GDPR as the legal basis, insofar as we require information to safeguard our legitimate interests in order to facilitate the smooth running of the event.

In order to be able to implement and ensure the technical requirements:

- Name, company
- Hardware and software used

The legal basis for this is Article 6 (1) (f) GDPR, as far as we need the information to safeguard our legitimate interests in order to ensure a smooth event.

#### **6.5.4. Sponsor Registration**

If you register as a sponsor, we process the data listed below for the purposes stated in each case (voluntary data, however, only if these were provided by you):

To conclude and implement the sponsorship agreement, including invoicing:

- Company, logo, comment
- Billing address
- Optional: purchase order number, supplier number, tax number

The legal basis for this is Article 6 (1) (b) GDPR or Article 6 (f). GDPR, as far as we need the information to protect our legitimate interests, to make the execution of the contract and billing as comfortable as possible for you.

To contact you:

- Name of contact person, e-mail, phone number

The legal basis for this is Article 6 para. 1 lit. f GDPR.

#### **6.5.5. Registration exhibitor or purchase order exhibition space test track**

If you register as an exhibitor or order an exhibition space on the test track, we process the data listed below for the purposes stated in each case (voluntary data, however, only if these were provided by you):

For the conclusion and execution of the contractual relationship including invoicing:

- Company, Address, Data contact person
- Optional: differing billing address
- Information on exhibition space
- Optional: purchase order number, supplier number, tax number

The legal basis for this is Article 6 (1) (b) GDPR or Article 6 (f). GDPR, as far as we need the information to safeguard our legitimate interests, in order to make the execution of the contract and billing and participation in the event as comfortable as possible for you.

To contact you:

- Name, company, department (optional), phone number (optional), mobile number (for on-site contact), e-mail contact person

The legal basis for this is Article 6 para. 1 lit. f GDPR.

To publish you as an exhibitor in our print products on our website:

- Company

The legal basis for this is Article 6 para. 1 lit. a GDPR, insofar as you have given your consent. In addition, we base the processing on Article 6 (1) (f) GDPR as the legal basis insofar as we need information to safeguard our legitimate interests in order to enable comprehensive information about our event and the participants to make contact with exhibitors.

### **6.5.6. Registration of test track exhibits**

If you register a test track exhibit, we process the data listed below for the purposes stated in each case (voluntary data, however, only if these were provided by you):

For event planning/organization and contract processing:

- Data contact person, company
- Address
- Insurance information
- Further organizational information

The legal basis for this is Article 6 (1) (b) GDPR or Article 6 (f). GDPR, insofar as we need the information to safeguard our legitimate interests in order to be able to conduct a smooth and safe event.

To contact you:

- Name, company, address, phone number (optional), mobile number (for on-site contact), e-mail address

The legal basis for this is Article 6 para. 1 lit. f GDPR.

To select the exhibits:

- Information on the exhibit
- Further information relating to exhibits

The legal basis for this is Article 6(1)(f). GDPR, as far as we need the information to protect our legitimate interests in order to be able to offer a varied range of events.

For publication in print products:

- Company
- Further information relating to exhibits

The legal basis for this is Article 6 para. 1 lit. a GDPR, insofar as you have given your consent. In addition, we base the processing on Article 6 (1) (f) GDPR as the legal basis insofar as we need information to safeguard our legitimate interests in order to enable comprehensive information about our event and the participants to make contact with exhibitors.

### **6.5.7. Order conference proceedings, bag supplements, advertisement**

If you order conference proceedings, bag supplements or advertisements, we process the data listed below for the purposes stated in each case (however, only if these were provided by you):

For the completion and execution of the order including invoicing:

- Name, billing address
- Company
- Optional: Department, position
- Optional: purchase order number, supplier number, tax number
- Optional: Different delivery address
- Information on desired services
- Method of payment and invoice data
- Transmitted data within the scope of a file upload

The information collected depends on the service ordered.

The legal basis for this is Article 6 (1) (b) GDPR or Article 6 (f). GDPR, as far as we need the information to protect our legitimate interests, to make the execution of the contract and billing as comfortable as possible for you.

To contact you:

- Name

- E-mail

The legal basis for this is Article 6 para. 1 lit. f GDPR.

### **6.5.8. Employment registration form**

If you are interested in the event as an employee, we need a completed employment law registration form from you. In this context, we process the data listed below for the purposes stated in each case (voluntary data, however, only if these were provided by you):

To decide on the establishment of an employment relationship, after the establishment of an employment relationship for the performance or termination and for the exercise or fulfilment of statutory, contractual or other relevant rights and obligations:

- Name, address, date and place of birth, nationality
- Tax ID, social security number and copy of social security card
- Information on health insurance
- Further information required under employment law
- Student status together with certificates
- Bank details

Legal basis for the processing is § 26 BDSG in the version valid as of 25.05.2018.

To contact you:

- E-mail, phone number

The legal basis for this is Article 6 para. 1 lit. f GDPR.

In order to be able to identify you as an employee on site:

- Photo

The legal basis for this is Article 6 (1) (f) GDPR, as far as we process the data to protect our legitimate interests in order to facilitate a smooth event organisation.

### **6.5.9. Application for sponsored students**

If you apply for student sponsorship, we process the data listed below for the purposes stated in each case (voluntary data, however, only if these were provided by you):

To carry out the application and selection procedure:

- Name
- Study-related data
- Matriculation and proof of enrolment

- Information on past funding

The legal basis for this is primarily Article 6(1)(b) GDPR. In addition, Article 6(1)(f) GDPR as the relevant legal basis, as far as we need the information to safeguard our legitimate interests in order to be able to offer you the possibility of participation as a sponsored participant.

A prerequisite for participation as a sponsored student is participation in a group photo session as a support service within the scope of public relations work. We process the photos on the basis of Article 6 Para. 1 lit. b GDPR.

To contact you:

- Name, E-mail, Mobile number (optional)

The legal basis for this is Article 6 para. 1 lit. f GDPR.

### **6.5.10. Feedback functions**

In order to continuously improve our services in the context of future events, we offer the opportunity to provide feedback on various aspects and services of the event via evaluation forms ("feedback functions"). We collect the information transmitted within the scope of these feedback functions anonymously, i.e. without being able to draw conclusions about a specific or identifiable person.

## **7. Pictures taken during the event**

During the Aachen Colloquium Automobile and Engine Technology, we and photographers working on our behalf will take pictures and videos of speakers and participants. After a careful inspection and approval, those pictures will be used for public relations work and to promote future similar events online or in print products and might also be forwarded for these purposes to third parties, provided that you as the data subject do not expressly contradict in the individual case

The legal basis for this is Art. 6 para. 1 lit. f of the General Data Protection Regulation (GDPR). You will find further information at the event.

## **8. Transparency information for general communication with the ACK**

We hereby inform you about the processing of your personal data if you contact us by e-mail, fax or telephone or communicate with us or our employees in this way (general communication), irrespective of the functions of our website.

As part of the general communication by e-mail, we collect the data provided by you, in particular your e-mail address and, if stated, the name and a telephone number, as well as the date and time of contact, if applicable, and other information provided by you, in order to be able to process your request.

If you contact us by telephone or fax, we collect the data you provide, in particular your telephone and/or fax number, the date and time you contacted us, and other information you provided in order to process your request.

We process the data generally for the execution of a contract or for pre-contractual measures in accordance with Article 6 para. 1 lit. a GDPR, if the information is communicated on the occasion of a contract or a contract initiation (for example a concrete inquiry for the transmission of an offer or an e-mail communication with reference to a concrete project). In addition, the processing of your data for the protection of legitimate interests pursuant to Article 6 (1) (f) GDPR may be considered as a legal basis. Our legitimate interest is to be seen in the provision of services and the possible expansion of our customer base.

The provision of the information is neither required by law nor by contract, nor is it necessary for the conclusion of a contract. There is also no provision obligation. If you do not provide us with certain information, we may not be able to process your request or only to a limited extent. Exceptionally, for legal reasons, it may be necessary for you to provide us with certain information in order to be able to process declarations with legally binding effect, for example for the conclusion or execution of a contract, or to be able to identify you as an authorized person.

Data collected in the course of establishing contacts or inquiries will be stored for as long as their processing and any measures that may be taken from them make this necessary.

Under the conditions described in more detail, they are entitled to the rights of the persons concerned mentioned in Section 5.5.

## **9. Use of personal data for direct advertising**

We use the contact data you have provided to us in connection with your registration for the event (name, company, address, telephone and, if applicable, fax number, e-mail address) to send you information on future ACK events in accordance with the legal requirements of § 7 Para. 3 UWG, Article 6 para. 1 lit. f GDPR.

If you do not wish to receive such information or no longer wish to receive it, you can object to the further use of your data for this purpose. You can declare your objection by post, e-mail, fax or any other means provided by the ACK (e.g. a corresponding link in an e-mail)

In the event of objection, we will delete the data immediately, unless you have expressly consented to further use of your data or we reserve the right to use data beyond this, which is permitted by law and about which we have informed you or informed you.